

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, August 26, 2020

Place: Virtual meeting—Zoom link: <https://us02web.zoom.us/j/81812203303>
or Phone: 1-877-853-5227 (Mtg ID: 818 1220 3303 Password: 479338)

Time: 11 am

Committee Present: Robert Guenzel, Tyler Kinley, Darren McKinnon

Committee Absent: Phil Weiss

Other Board Mbrs: Jessica A.S. Letaw

Staff: Susan Pollay, Sara McCallum, Jada Hahlbrock, Maura Thomson, Amber Miller, Kelley Graves

Other Attendees: Mike McKiness/RPS, Chris Simmons/GetDowntown

Public: Members of the public were on the Zoom meeting but did not identify themselves.

Virtual Meeting Guidelines: Mr. McKinnon read the virtual meeting guidelines outlining the authority given to municipalities to hold electronic meetings for a period of time during the COVID-19 pandemic to conduct necessary business of public bodies as outlined in Governor Whitmer's Executive Order #2020-154.

Parking System CIP Review: In her presentation, Ms. Hahlbrock reminded the group that the DDA's goals and renewal plan principles and City goals inform which projects go into the Capital Improvements Plan (CIP). The Capital Improvements Committee approved its CIP recommendations at last week's committee meeting. The CIP is not a commitment to spend funds. The budget and project approval process will still take place as normal. Ms. Hahlbrock shared the spreadsheet for FY2020-FY2025. Questions were asked and answered regarding whether to err more on the side of caution and keep the amounts unchanged due to the uncertainty of financial impacts on the DDA due to COVID-19. Ms. Miller noted and Ms. Hahlbrock agreed that next year's CIP will reflect the budget impacts more closely. It was agreed to remove a proposed \$5,200 increase for FY22. Staff were directed to bring forward a joint CIC and Operations Committee resolution to the Board for DDA projects to include in the CIP.

Structure Fencing-Forest: The installation of deterrent fencing on parking structures was deemed critical and \$450,000 was included in the adjusted spending plan presented to the Board in May. The Forest structure is the next location in the queue to obtain fencing on the higher levels below the roof level. This structure is co-owned by the City (68%) and UofM (32%) and maintenance costs are shared proportionately. The agreement between the City/DDA and

the University points to the Parking Association manual as determining which projects to address and how, and deterrent fencing isn't mentioned in this manual. Given that UofM has declined to share the cost of installing additional deterrent fencing at the Forest structure staff recommended moving forward with the deterrent fencing at Forest, even if the DDA were responsible for the entire cost. Questions were asked and answered. The design of the garage guard railing was shared as they make fencing installation more difficult; there was a suggest to explore removing this railing permanently. A preliminary rough estimate for the project is \$300,00-400,000 based on available data and depending on whether cable or black vinyl is selected as the material. There was agreement to move forward, including further conversations with UofM regarding cost-sharing.

Parking Equipment Installation: Installation at the South Ann Ashley lot though slowed due to an issue with underground conduit was completed in early August. COVID-related supply chain delays have impacted delivery of equipment for the remaining installations which are being scheduled as the equipment arrives. The full system installation is still expected to be completed by the end of the calendar year.

Annual Restoration Work: Restoration work at Maynard, Ann Ashley, Library Lane, 4th & William and Forest deemed necessary is underway. The demo and replacement of the southeast stair tower at the 4th & Washington structure is scheduled to begin in September. Staff is working with the Building Department on a phasing and staging plan. Once the plan is completed, construction impacts and schedules will be communicated to the public through the DDA newsletter and outreach to the area associations, property owners, parking permit holders and validation accounts. Signage directing parkers to other parking locations will be placed at the structure.

Parking Revenue Collections Process: The Republic Parking team reached out in July to all permit accounts notifying them of revenue collection process and payment plan options. The deadline to contact RPS was August 7th, with 25% of the outstanding account balance due to set-up a payment plan. Sixty-three accounts with outstanding balances in July have now paid in full and six accounts have set-up payment plans. For those who did not respond, their permits were deactivated. If there is no contact with RSP by October, those accounts will be sent to collections. There is currently \$264,000 in the 60-90 days past due category. Ms. Hahlbrock will provide an update at the September Operations Committee meeting. Mr. McKiness reported July occupancy was at 42%. While lower than the normal average occupancy rate it is an improvement from 31% average occupancy at peak periods in June.. Staff will continue to monitor occupancy rates and revenue. Ms. McCallum will have FY20 year-end financials and a first look at FY21 revenues in September.

Parking Operations: MAVEN car share ceased operations at the end of June and removed their vehicles from DDA facilities. Zipcar has reduced its car share vehicles to two.

Parking Study: SmithGroup is working with the DDA and the AAHC to determine the impact on parking with the development of affordable housing on downtown city-owned sites. They are updating the 2015 parking study using historical data provided by RPS and will collect real-time data when the time is right to do so.

Transportation: Mr. Simmons reported transit fare collection was reinstated on August 2nd. Ridership and revenue information won't be available until at least September. He shared the temporary service routes developed to meet customer needs and comply with health and safety guidelines. Public outreach would occur before these service changes would be made permanent. FlexRide will expand, replacing NightRide and HolidayRide. Ms. Pollay asked when the regular direct Route 4 service to downtown first will be reinstated; Mr. Simmons said that will be considered as data is collected on ridership and revenue and meanwhile riders are being directed to Route 3, 5 or 6 as alternates. The goPass! Renewals will begin on August 31st with distribution of passes in September. Communications will direct account designees to pick up their passes at the ticket counter at the BTC to comply with health and safety guidelines.

Public Comment: None.

The next Operations Committee meeting is scheduled for Wednesday, September 30 at 11 am.

The meeting adjourned at 12:25 pm.

Respectfully submitted by
Susan Pollay, Executive Director